



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 6-28-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DBP-2		Date Received AUG 14 1973	Date Completed 73-490 AUG 27 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Benefits Payments Administrative Field Services Room 407-A 47 Trinity Ave.		4. Person to Contact Mrs. Bobbie Ware	5. Working Title Chief
		6. Tel. No. 656-4457	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1962 to date	9. Exact Series Title Cuban Refugee Assistance Files
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10. What is the function of the office in which this record series is created?
The Division of Benefits Payments, headed by the Director, is responsible for supervising and regulating the Assistance Programs for indigents in the State. Included are:

1. the Assistance Programs which provide food and monetary assistance (Assistance Payment Section)
2. the Assistance Program which provides Medical Care for indigents (Medical Benefits Section)

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). : (1) Documents relating to the administration of monthly Assistance Payments to Cuban Refugees. Included are;

1. Form 112 (Face Sheet)
2. Form 113 (Budget Sheet)
3. Form 333 Authorization for Cuban Refugee Emergency Assistance
4. Narrative
5. Correspondence

Files are arranged alphabetically by case name.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	3	5		1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	2	0	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Such refugees are eligible for assistance for five years after entry into the United States.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER see below see below, then:

Upon termination of case eligibility, remove the Social History (Caseworker's Narrative) from the folder, place in new folder, and place both the Social History File and the Financial Assistance File into the Inactive File; then cut off the inactive file at the end of each fiscal year.

Social History File: Hold in the current files area for one (1) year; then transfer to the State Archives for permanent retention.

Financial Assistance File: Hold in current files area for one (1) year; transfer to State Record Center for four (4) years; then destroy.

Records Management Officer (Signature) Date		OTHER REQUIRED SIGNATURES	DATE
Helen A. Spauld <i>[Signature]</i> 6-28-73			
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Bobbie D. Han <i>[Signature]</i>	6-28-73
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	William M. Dixon <i>[Signature]</i>	8-24-73
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Carroll Hart <i>[Signature]</i>	8-16-73
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Robert J. Well <i>[Signature]</i>	8-24-73

STATE RECORDS COMMITTEE